


INVITATION TO BID STATE OF LOUISIANA DIVISION OF ADMINISTRATION OFFICE OF STATE PURCHASING		BIDS WILL BE PUBLICLY OPENED: <div style="font-size: 1.2em; font-weight: bold;">APR 29, 2004 10:00 AM</div> PURCHASING AGENCY NO. : 107001 SEE NO. 8 BELOW. RETURN BID TO <div style="text-align: right;">10:00 AM</div> <div style="display: flex; justify-content: space-between;"> 2188212 04/29/04 </div> OFFICE OF STATE PURCHASING OFFICE OF STATE PURCHASING POST OFFICE BOX 94095 BATON ROUGE, LA 70804-9095 <div style="display: flex; justify-content: space-between;"> <div> BUYER : JOHN COLLINS, CPPB BUYER PHONE : (225) 342-8031 DATE ISSUED : 04/05/04 REQ. AGENCY : 107001 </div> <div style="text-align: right;">FOLD HERE--></div> </div> <div style="text-align: center; font-weight: bold;">OFFICE OF STATE PURCHASING</div> <div style="display: flex; justify-content: space-between;"> <div> AGENCY REQ. NO. : ISIS REQ. NO. : 1261755 VENDOR PHONE : FISCAL YEAR : 04 CLASS/SUBCLASS : 93959 SCHEDULED BEGIN DATE : 09/10/04 SCHEDULED END DATE : 08/31/05 T-NUMBER : 92354 </div> </div>
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=====> **VENDOR NO. :**
SOLICITATION : 2188212
FILE NO. :
OPENING DATE : 04/29/04

VENDOR NAME AND ADDRESS

FILL IN VENDOR NUMBER (FEIN), NAME AND ADDRESS ABOVE, BEFORE SUBMITTING BID.

MAINTENANCE, MOBILE FILING SYSTEMS

TO BE COMPLETED BY VENDOR

1. _____ PLEASE REMOVE FROM THIS COMMODITY CODE.
2. _____ DELIVERY WILL BE MADE IN THIS NUMBER OF DAYS AFTER RECEIPT OF ORDER.
3. _____ % CASH DISCOUNT FOR PROMPT PAYMENT IF MADE WITHIN THIRTY (30) DAYS. CASH DISCOUNTS FOR LESS THAN 30 DAYS OR LESS THAN 1% WILL BE ACCEPTED, BUT WILL NOT BE CONSIDERED IN DETERMINING AWARDS. ON INDEFINITE QUANTITY TERM CONTRACTS, CASH DISCOUNTS WILL BE ACCEPTED AND TAKEN BUT WILL NOT BE CONSIDERED IN DETERMINING AWARDS.
4. _____ BID BOND ATTACHED, _____ CERTIFIED CHECK ATTACHED, _____ OTHER, IF REQUIRED.
5. _____ BID REFERENCE NUMBER. (THIS NUMBER WILL APPEAR ON RESULTING ORDER OR CONTRACT).

INSTRUCTIONS TO BIDDERS

1. READ THE ENTIRE BID, INCLUDING ALL TERMS AND CONDITIONS AND SPECIFICATIONS.
2. ALL BID PRICES MUST BE TYPED OR WRITTEN IN INK. ANY CORRECTIONS, ERASURES OR OTHER FORMS OF ALTERATION TO UNIT PRICES SHOULD BE INITIALED BY THE BIDDER.
3. THIS BID IS TO BE MANUALLY SIGNED IN INK. FOLD HERE-->
4. BID PRICES SHALL INCLUDE DELIVERY OF ALL ITEMS F.O.B. DESTINATION OR AS OTHERWISE PROVIDED. BIDS CONTAINING "PAYMENT IN ADVANCE" OR "C.O.D" REQUIREMENTS MAY BE REJECTED. PAYMENT IS TO BE MADE WITHIN 30 DAYS AFTER RECEIPT OF PROPERLY EXECUTED INVOICE OR DELIVERY, WHICHEVER IS LATER.
5. AMOUNT OF BID BOND REQUIRED: _____ N/A _____.
6. AMOUNT OF PERFORMANCE BOND, IF REQUIRED. _____ OR _____ 0% _____ OF BID.
7. DESIRED DELIVERY: _____ 010DAYS ARO _____
8. TO ASSURE CONSIDERATION OF YOUR BID, ALL BIDS AND ADDENDA SHOULD BE RETURNED IN AN ENVELOPE OR PACKAGE CLEARLY MARKED WITH THE BID OPENING DATE AND THE BID NUMBER, OR SUBMITTED IN THE SPECIAL ENVELOPE IF FURNISHED FOR THAT PURPOSE.
9. BIDS SUBMITTED ARE SUBJECT TO PROVISIONS OF THE LAWS OF THE STATE OF LOUISIANA INCLUDING BUT NOT LIMITED TO L.R.S. 39:1551-1736; PURCHASING RULES AND REGULATIONS; EXECUTIVE ORDERS; STANDARD TERMS AND CONDITIONS; SPECIAL CONDITIONS; AND SPECIFICATIONS LISTED IN THIS SOLICITATION.
10. IMPORTANT: BY SIGNING THE BID, THE BIDDER CERTIFIES COMPLIANCE WITH ALL INSTRUCTIONS TO BIDDERS, TERMS, CONDITIONS AND SPECIFICATIONS, AND FURTHER CERTIFIES THAT THIS BID IS MADE WITHOUT COLLUSION OR FRAUD. THIS BID IS TO BE MANUALLY SIGNED IN INK BY A PERSON AUTHORIZED TO BIND THE VENDOR (SEE NO.30). ALL BID INFORMATION SHALL BE MADE WITH INK OR TYPEWRITTEN.

VENDOR PHONE NUMBER: FAX NUMBER:	TITLE	DATE
SIGNATURE OF AUTHORIZED BIDDER - SEE NO. 30, PAGE 3. (MUST BE SIGNED)		NAME OF BIDDER (TYPED OR PRINTED)

STANDARD TERMS & CONDITIONS		INVITATION TO BID	
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<p>11 ADDRESS ALL INQUIRIES AND CORRESPONDENCE TO THE BUYER AT THE PHONE AND ADDRESS SHOWN ABOVE.</p> <p>12. CONFERENCE: NA NA NA</p> <p>13. BID FORMS. ALL WRITTEN BIDS, UNLESS OTHERWISE PROVIDED FOR, MUST BE SUBMITTED ON, AND IN ACCORDANCE WITH, FORMS PROVIDED, PROPERLY SIGNED (SEE NO. 30). BIDS SUBMITTED IN THE FOLLOWING MANNER WILL NOT BE ACCEPTED: A. BID CONTAINS NO SIGNATURE INDICATING INTENT TO BE BOUND; B. BID FILLED OUT IN PENCIL; AND C. BID NOT SUBMITTED ON THE STATE'S STANDARD FORMS.</p> <p>BIDS MUST BE RECEIVED AT THE ADDRESS SPECIFIED IN THE SOLICITATION PRIOR TO BID OPENING TIME IN ORDER TO BE CONSIDERED. TELEGRAPHIC AND FAX ALTERATIONS TO BIDS RECEIVED BEFORE BID OPENING TIME WILL BE CONSIDERED PROVIDED FORMAL BID AND WRITTEN ALTERATION HAVE BEEN RECEIVED AND TIME-STAMPED BEFORE BID OPENING TIME. ENTIRE BID SHOULD BE RETURNED, EXCEPT ITEM PAGES NOT BID.</p> <p>14. STANDARDS OF QUALITY. ANY PRODUCT OR SERVICE BID SHALL CONFORM TO ALL APPLICABLE FEDERAL AND STATE LAWS AND REGULATIONS AND THE SPECIFICATIONS CONTAINED IN THE SOLICITATION. UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION, ANY MANUFACTURER'S NAME, TRADE NAME, BRAND NAME, OR CATALOG NUMBER USED IN THE SPECIFICATION IS FOR THE PURPOSE OF DESCRIBING THE STANDARD OF QUALITY, PERFORMANCE, AND CHARACTERISTICS DESIRED AND IS NOT INTENDED TO LIMIT OR RESTRICT COMPETITION. BIDDER MUST SPECIFY THE BRAND AND MODEL NUMBER OF THE PRODUCT OFFERED IN HIS BID. BIDS NOT SPECIFYING BRAND AND MODEL NUMBER SHALL BE CONSIDERED AS OFFERING THE EXACT PRODUCTS SPECIFIED IN THE SOLICITATION.</p> <p>15. DESCRIPTIVE INFORMATION. BIDDERS PROPOSING AN EQUIVALENT BRAND OR MODEL SHOULD SUBMIT WITH THE BID INFORMATION (SUCH AS ILLUSTRATIONS, DESCRIPTIVE LITERATURE, TECHNICAL DATA) SUFFICIENT FOR STATE OF LOUISIANA TO EVALUATE QUALITY, SUITABILITY, AND COMPLIANCE WITH THE SPECIFICATIONS IN THE SOLICITATION. FAILURE TO SUBMIT DESCRIPTIVE INFORMATION MAY CAUSE BID TO BE REJECTED. ANY CHANGE MADE TO A MANUFACTURER'S PUBLISHED SPECIFICATIONS SUBMITTED FOR A PRODUCT SHALL BE VERIFIABLE BY THE MANUFACTURER. IF ITEM(S) BID DO NOT FULLY COMPLY WITH SPECIFICATIONS (INCLUDING BRAND AND/OR PRODUCT NUMBER), BIDDER MUST STATE IN WHAT RESPECT ITEM(S) DEVIATE. FAILURE TO NOTE EXCEPTIONS ON THE BID FORM WILL NOT RELIEVE THE SUCCESSFUL BIDDER(S) FROM SUPPLYING THE ACTUAL PRODUCTS REQUESTED.</p> <p>16. BID OPENING. BIDDERS MAY ATTEND THE BID OPENING, BUT NO INFORMATION OR OPINIONS CONCERNING THE ULTIMATE CONTRACT AWARD WILL BE GIVEN AT THE BID OPENING OR DURING THE EVALUATION PROCESS. BIDS MAY BE EXAMINED WITHIN 72 HOURS AFTER BID OPENING. INFORMATION PERTAINING TO COMPLETED FILES MAY BE SECURED BY VISITING THE STATE OF LOUISIANA DURING NORMAL WORKING HOURS. WRITTEN BID TABULATIONS WILL NOT BE FURNISHED.</p> <p>17. AWARDS. THE STATE OF LOUISIANA RESERVES THE RIGHT TO AWARD ITEMS SEPARATELY, GROUPED OR ON AN ALL-OR-NONE BASIS AND TO REJECT ANY OR ALL BIDS AND WAIVE ANY INFORMALITIES.</p> <p>18. PRICES . UNLESS OTHERWISE SPECIFIED BY THE STATE OF LOUISIANA IN THE SOLICITATION, BID PRICES MUST BE COMPLETE, INCLUDING TRANSPORTATION PREPAID BY BIDDER TO DESTINATION AND FIRM FOR ACCEPTANCE FOR A MINIMUM OF 30 DAYS. IF ACCEPTED, PRICES MUST BE FIRM FOR THE CONTRACTUAL PERIOD. BIDS OTHER THAN F.O.B. DESTINATION MAY BE REJECTED. PRICES SHOULD BE QUOTED IN THE UNIT (EACH, BOX, CASE, ETC.) AS SPECIFIED IN THE SOLICITATION.</p> <p>19. DELIVERIES. BIDS MAY BE REJECTED IF THE DELIVERY TIME INDICATED IS LONGER THAN THAT SPECIFIED IN THE SOLICITATION.</p> <p>20. TAXES. VENDOR IS RESPONSIBLE FOR INCLUDING ALL APPLICABLE TAXES IN THE BID PRICE. STATE AGENCIES ARE EXEMPT FROM ALL STATE AND LOCAL SALES AND USE TAXES.</p>			

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<p>21. NEW PRODUCTS.</p> <p>UNLESS SPECIFICALLY CALLED FOR IN THE SOLICITATION, ALL PRODUCTS FOR PURCHASE MUST BE NEW, NEVER PREVIOUSLY USED, AND THE CURRENT MODEL AND/OR PACKAGING. NO REMANUFACTURED, DEMONSTRATOR, USED OR IRREGULAR PRODUCT WILL BE CONSIDERED FOR PURCHASE UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION. THE MANUFACTURER'S STANDARD WARRANTY WILL APPLY UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION.</p> <p>22. CONTRACT RENEWALS.</p> <p>UPON AGREEMENT OF THE STATE OF LOUISIANA AGENCY AND THE CONTRACTOR, A TERM CONTRACT MAY BE EXTENDED FOR 2 ADDITIONAL 12-MONTH PERIODS AT THE SAME PRICES, TERMS AND CONDITIONS. IN SUCH CASES, THE TOTAL CONTRACT TERM CANNOT EXCEED 36 MONTHS.</p> <p>23. CONTRACT CANCELLATION.</p> <p>THE STATE OF LOUISIANA HAS THE RIGHT TO CANCEL ANY CONTRACT, IN ACCORDANCE WITH PURCHASING RULES AND REGULATIONS, FOR CAUSE, INCLUDING BUT NOT LIMITED TO, THE FOLLOWING: (1) FAILURE TO DELIVER WITHIN THE TIME SPECIFIED IN THE CONTRACT; (2) FAILURE OF THE PRODUCT OR SERVICE TO MEET SPECIFICATIONS, CONFORM TO SAMPLE QUALITY OR TO BE DELIVERED IN GOOD CONDITION; (3) MISREPRESENTATION BY THE CONTRACTOR; (4) FRAUD, COLLUSION, CONSPIRACY OR OTHER UNLAWFUL MEANS OF OBTAINING ANY CONTRACT WITH THE STATE; (5) CONFLICT OF CONTRACT PROVISIONS WITH CONSTITUTIONAL OR STATUTORY PROVISIONS OF STATE OR FEDERAL LAW; (6) ANY OTHER BREACH OF CONTRACT.</p> <p>24. DEFAULT OF CONTRACTOR.</p> <p>FAILURE TO DELIVER WITHIN THE TIME SPECIFIED IN THE BID WILL CONSTITUTE A DEFAULT AND MAY CAUSE CANCELLATION OF THE CONTRACT. WHERE THE STATE HAS DETERMINED THE CONTRACTOR TO BE IN DEFAULT, THE STATE RESERVES THE RIGHT TO PURCHASE ANY OR ALL PRODUCTS OR SERVICES COVERED BY THE CONTRACT ON THE OPEN MARKET AND TO CHARGE THE CONTRACTOR WITH COST IN EXCESS OF THE CONTRACT PRICE. UNTIL SUCH ASSESSED CHARGES HAVE BEEN PAID, NO SUBSEQUENT BID FROM THE DEFAULTING CONTRACTOR WILL BE CONSIDERED.</p> <p>25. ORDER OF PRIORITY.</p> <p>IN THE EVENT THERE IS A CONFLICT BETWEEN THE INSTRUCTIONS TO BIDDERS OR STANDARD CONDITIONS AND THE SPECIAL CONDITIONS, THE SPECIAL CONDITIONS SHALL GOVERN.</p> <p>26. APPLICABLE LAW.</p> <p>ALL CONTRACTS SHALL BE CONSTRUED IN ACCORDANCE WITH AND GOVERNED BY THE LAWS OF THE STATE OF LOUISIANA.</p> <p>27. COMPLIANCE WITH CIVIL RIGHTS LAWS.</p> <p>BY SUBMITTING AND SIGNING THIS BID, BIDDER AGREES TO ABIDE BY THE REQUIREMENTS OF THE FOLLOWING AS APPLICABLE: TITLE VI AND VII OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED BY THE EQUAL OPPORTUNITY ACT OF 1972, FEDERAL EXECUTIVE ORDER 11246, FEDERAL REHABILITATION ACT OF 1973, AS AMENDED, THE VETERAN'S READJUSTMENT ASSISTANCE ACT OF 1974, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, THE AGE ACT OF 1975, AND BIDDER AGREES TO ABIDE BY THE REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT OF 1990. BIDDER AGREES NOT TO DISCRIMINATE IN ITS EMPLOYMENT PRACTICES, AND WILL RENDER SERVICES UNDER ANY CONTRACT ENTERED INTO AS A RESULT OF THIS SOLICITATION WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, VETERAN STATUS, POLITICAL AFFILIATION, OR DISABILITIES. ANY ACT OF DISCRIMINATION COMMITTED BY BIDDER, OR FAILURE TO COMPLY WITH THESE STATUTORY OBLIGATIONS WHEN APPLICABLE, SHALL BE GROUNDS FOR TERMINATION OF ANY CONTRACT ENTERED INTO AS A RESULT OF THIS SOLICITATION.</p> <p>28. SPECIAL ACCOMMODATION.</p> <p>ANY "QUALIFIED INDIVIDUAL WITH A DISABILITY" AS DEFINED BY THE AMERICANS WITH DISABILITIES ACT WHO HAS SUBMITTED A BID AND DESIRES TO ATTEND THE BID OPENING, MUST NOTIFY THIS OFFICE IN WRITING NOT LATER THAN SEVEN DAYS PRIOR TO THE BID OPENING DATE OF THEIR NEED FOR SPECIAL ACCOMMODATIONS. IF THE REQUEST CANNOT BE REASONABLY PROVIDED, THE INDIVIDUAL WILL BE INFORMED PRIOR TO THE BID OPENING.</p> <p>29. INDEMNITY.</p> <p>CONTRACTOR AGREES, UPON RECEIPT OF WRITTEN NOTICE OF A CLAIM OR ACTION, TO DEFEND THE CLAIM OR ACTION, OR TAKE OTHER APPROPRIATE MEASURE, TO INDEMNIFY, AND HOLD HARMLESS, THE STATE, ITS OFFICERS, ITS AGENTS AND ITS EMPLOYEES FROM AND AGAINST ALL CLAIMS AND ACTIONS FOR BODILY INJURY, DEATH OR PROPERTY DAMAGES CAUSED BY THE FAULT OF THE CONTRACTOR, ITS OFFICERS, ITS AGENTS, OR ITS EMPLOYEES. CONTRACTOR IS OBLIGATED TO INDEMNIFY ONLY TO THE EXTENT OF THE FAULT OF THE CONTRACTOR, ITS OFFICERS, ITS AGENTS, OR ITS EMPLOYEES. HOWEVER, THE CONTRACTOR SHALL HAVE NO OBLIGATION AS SET FORTH ABOVE WITH RESPECT TO ANY CLAIM OR ACTION FROM BODILY INJURY, DEATH OR PROPERTY DAMAGES ARISING OUT OF THE FAULT OF THE STATE, ITS OFFICERS, ITS AGENTS OR ITS EMPLOYEES.</p> <p>30. SIGNATURE AUTHORITY.</p> <p>IN ACCORDANCE WITH L.R.S. 39:1594 (ACT 121), THE PERSON SIGNING THE BID MUST BE:</p> <ol style="list-style-type: none"> 1. A CURRENT CORPORATE OFFICER, PARTNERSHIP MEMBER OR OTHER INDIVIDUAL SPECIFICALLY AUTHORIZED TO SUBMIT A BID AS REFLECTED IN THE APPROPRIATE RECORDS ON FILE WITH THE SECRETARY OF STATE; OR 2. AN INDIVIDUAL AUTHORIZED TO BIND THE VENDOR AS REFLECTED BY A CORPORATE RESOLUTION, CERTIFICATE OR AFFIDAVIT; OR 3. OTHER DOCUMENTS INDICATING AUTHORITY WHICH ARE ACCEPTABLE TO THE PUBLIC ENTITY. 			

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1 BID DELIVERY INSTRUCTIONS FOR STATE PURCHASING:

BIDDERS ARE HEREBY ADVISED THAT THE U.S. POSTAL SERVICE DOES NOT MAKE DELIVERIES TO OUR PHYSICAL LOCATION.

BIDS MAY BE MAILED THROUGH THE U.S. POSTAL SERVICE TO OUR BOX AT:
OFFICE OF STATE PURCHASING
P O BOX 94095
BATON ROUGE LA 70804-9095

BIDS MAY BE DELIVERED BY HAND OR COURIER SERVICE TO OUR PHYSICAL LOCATION AS FOLLOWS:

OFFICE OF STATE PURCHASING
CLAIBORNE BUILDING, SUITE 2-160
1201 NORTH THIRD STREET
BATON ROUGE, LA 70802

BIDDER IS SOLELY RESPONSIBLE FOR ENSURING THAT ITS COURIER SERVICE PROVIDER MAKES INSIDE DELIVERIES TO OUR PHYSICAL LOCATION. THE OFFICE OF STATE PURCHASING IS NOT RESPONSIBLE FOR ANY DELAYS CAUSED BY THE THE BIDDER'S CHOSEN MEANS OF BID DELIVERY.

BIDDER IS SOLELY RESPONSIBLE FOR THE TIMELY DELIVERY OF ITS BID. FAILURE TO MEET THE BID OPENING DATE & TIME SHALL RESULT IN REJECTION OF THE BID.

PUBLICIZING AWARDS. IN ACCORDANCE WITH L.A.C.34:I.535, UNSUCCESSFUL BIDDERS WILL BE NOTIFIED OF THE AWARD PROVIDED THAT THEY SUBMIT WITH THEIR BID A SELF-ADDRESSED STAMPED ENVELOPE REQUESTING THIS INFORMATION.

ATTENTION:

RECEIPT OF A SOLICITATION OR AWARD CANNOT BE RELIED UPON AS AN ASSURANCE OF RECEIVING FUTURE SOLICITATIONS. IN ORDER TO RECEIVE FUTURE SOLICITATIONS/AWARDS FROM THIS OFFICE, YOU MUST ENROLL IN THE PROPER CATEGORY ON LAPAC OR ON STATE PURCHASING'S AGPS BIDDERS LIST. ENROLLMENT IN LAPAC IS FREE AND PROVIDES EMAIL NOTIFICATION OF BID OPPORTUNITIES BASED UPON COMMODITIES THAT YOU SELECT.

2 FULL SERVICE AND PREVENTATIVE MAINTENANCE

- FULL SERVICE AND PREVENTATIVE MAINTENANCE COSTS ARE INCLUSIVE OF ALL SCHEDULED PREVENTATIVE MAINTENANCE, EMERGENCY CALLS, PARTS, LABOR AND ALL OTHER CHARGES REQUIRED TO KEEP THE FILING SYSTEM FULLY OPERATIONAL AND MAINTAINED IN GOOD WORKING CONDITION TO THE SATISFACTION OF THE USER.
- FULL SERVICE MAINTENANCE SHALL INCLUDE BOTH PREVENTATIVE MAINTENANCE AND REMEDIAL MAINTENANCE (UNSCHEDULED REPAIR SERVICE).

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- PREVENTATIVE MAINTENANCE SHALL BE CONDUCTED TWICE ANNUALLY AND SHALL INCLUDE:
 - * LUBRICATION AND ADJUSTMENT OF ALL MOVING PARTS, CHAINS AND RAILS, LIMIT SWITCHES, AND FLOOR LEVELING DEVICES;
 - * GENERAL MAINTENANCE AND CLEANING OF FLOORS AND TRACKS, FACE PANELS AND CONTROLS, METAL SURFACES, LAMINATE FACES AND/OR END PANELS
 - * INSPECTION AND TESTING OF THE DRIVE TRAIN, CARRIAGE BUMPERS AND FASTENERS, SAFETY DEVICES, ELECTRICAL CONTROLS (WHERE APPLICABLE)
- THE CONTRACTOR SHALL SUBMIT TO THE END USER A DETAILED REPORT OF THE INSPECTION FINDINGS.
- MAINTENANCE DOES NOT COVER ANY REPAIRS OR PARTS CAUSED BY AN ACCIDENT, FIRE, WATER, ABUSE OR MISUSE, MOVING OF FILING SYATEMS, ADDITIONS TO SYSTEMS, OR BULB REPLACEMENT IN OVERHEAD LIGHTING.
- THE END USER SHALL UTILIZE THE FILING SYSTEM FOR ITS INTENDED USE AND STAY WITHIN RECOMMENDED WEIGHT AND DISTRIBUTION LIMITS.
- EQUIPMENT MAINTAINED BY A MANUFACTURER'S/TRADEMARK HOLDER'S AUTHORIZED REPRESENTATIVE UNDER PRIOR WARRANTY AND/OR MAINTENANCE SERVICE AGREEMENTS WILL NOT BE SUBJECT TO CHARGES FOR INSPECTION AND/OR REPAIRS NECESSARY TO BRING EQUIPMENT UP TO GOOD OPERATING CONDITION EXCEPT IN INSTANCES WHERE REPAIRS REQUIRED ARE DUE TO ABUSE AND/OR NEGLECT ON THE PART OF OPERATING PERSONNEL.
- FILING SYSTEMS THAT ARE BEING PLACED UNDER MAINTENANCE SERVICE SHALL BE IN GOOD OPERATING CONDITION AND SHALL BE SUBJECT TO PRIOR INSPECTION AT THE OPTION OF THE CONTRACTOR.

CONTRACTOR MUST SUBMIT TO AGENCIES AN ITEMIZED COST ESTIMATE (AT CONTRACT MAINTENANCE RATES) OF NECESSARY REPAIRS. USING AGENCIES MUST PROVIDE WRITTEN AUTHORIZATION TO CONTRACTOR PRIOR TO CONTRACTOR PERFORMING NECESSARY REPAIRS.

- MAINTENANCE SHALL BE PERFORMED DURING NORMAL WORKING HOURS (8:00 A.M TO 5:00 P.M., MONDAY THROUGH FRIDAY, EXCLUDING HOLIDAYS).
- CONTRACTOR'S SERVICE PERSONNEL MUST CONTACT AUTHORIZED PERSONNEL AT THE USING AGENCY PRIOR TO PERFORMING SERVICE INSPECTIONS.
- CONTRACTOR SHALL BE AVAILABLE ON-SITE WITHIN EIGHT (8) HOURS, EXCLUDING HOLIDAYS AND WEEKENDS.
- PAYMENT WILL BE MADE FOR THE NUMBER OF MONTHS IN WHICH SERVICE WAS ACTUALLY RENDERED.
- FOR DISCONTINUATION OF MAINTENANCE PRIOR TO THE END OF THE CONTRACT PERIOD, THE USING AGENCY WILL BE REQUIRED TO GIVE THIRTY (30) DAYS WRITTEN NOTICE EXCEPT FOR REASONS OF (A) NON/APPROPRIATION OF FUNDS BY THE LEGISLATURE, OR (B) THE END OF THE MAINTENANCE PERIOD IDENTIFIED IN THE RELEASE ORDER, OR (C) DEFAULT OF THE CONTRACTOR, OR (D) THE END OF THE FISCAL YEAR.

TERMINATION OF SERVICE SHALL NOT RELIEVE OR AFFECT EITHER PARTY OF

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ANY OBLIGATION OR LIABILITY THAT MAY HAVE OCCURRED PRIOR TO SUCH TERMINATION.

- ALL SUPPLIED PARTS SHALL BE OEM AND SHALL CARRY THE MANUFACTURER'S NORMALLY OFFERED WARRANTIES AND GUARANTEES.
- DEFECTIVE OR DAMAGED PARTS WHICH CANNOT BE RESTORED TO FACTORY-FINISHED CONDITIONS AND APPEARANCE SHALL BE REPLACED.
- THE CONTRACTOR SHALL MAINTAIN THE FILING SYSTEMS IN COMPLIANCE WITH THE MANUFACTURER'S APPROVED GUIDELINES AND ANY PREVAILING STATUTORY SAFETY CODES OF THE FEDERAL, STATE, AND LOCAL GOVERNMENTS.
- THE STATE RESERVES THE RIGHT TO ADD OR DELETE FILING SYSTEMS AS NECESSARY.
- THE STATE RESERVES THE RIGHT TO REJECT ANY BID PRICES DEEMED EXORBITANT.
- BIDDERS MUST NOT INCLUDE ZONE PRICES FOR MAINTENANCE OF FILING SYSTEMS.
- ONLY AN AUTHORIZED FACTORY REPRESENTATIVE SHALL SERVICE EQUIPMENT THAT IS COVERED UNDER A CURRENT WARRANTY.

3

BIDDER ASSURANCES

- THE BIDDER SHALL PROVIDE DOCUMENTATION, WHICH VERIFIES THAT THE SERVICE TECHNICIANS HAVE BEEN TRAINED TO SERVICE AND/OR REPAIR THE FILING SYSTEM(S) OUTLINED IN THIS INVITATION TO BID (ITB). DOCUMENTATION FROM THE MANUFACTURER SHALL BE PROVIDED FROM THE BIDDER WITHIN (10) DAYS OF THE REQUEST TO THE OFFICE OF STATE PURCHASING.
- BIDS WILL BE CONSIDERED ONLY FROM BIDDERS WHO ARE REGULARLY ESTABLISHED IN THE SALE AND SERVICE OF FILING SYSTEMS AND WHO, IN IN THE JUDGMENT OF THE OFFICE OF STATE PURCHASING, ARE FINANCIALLY RESPONSIBLE AND ABLE TO SHOW EVIDENCE OF THE RELIABILITY, ABILITY, EXPERIENCE, FACILITIES, AND INDIVIDUALS DIRECTLY EMPLOYED AND SUPERVISED BY THEM TO RENDER PROMPT SATISFACTORY SERVICE.
- THE BIDDER SHALL PROVIDE PROOF OF HAVING SUCCESSFULLY MAINTAINED FIVE (5) FILING SYSTEMS OF THE SAME TYPES OUTLINED IN THIS INVITATION TO BID (ITB) WITHIN THE MOST CURRENT TWELVE (12) MONTH PERIOD.

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CONTRACT USAGE REPORT: SUCCESSFUL VENDOR SHOULD KEEP ON FILE A COPY OF ALL ORDERS ISSUED AGAINST THIS CONTRACT DURING THE CONTRACT PERIOD. APPROXIMATELY FOUR (4) MONTHS PRIOR TO THE END OF THE CONTRACT PERIOD, VENDOR IS TO BE PREPARED TO SUBMIT TO THE OFFICE OF STATE PURCHASING A CONTRACT USAGE REPORT WITH COPIES OF ALL ORDERS.

THE USAGE REPORT IS TO INCLUDE THE VENDORS NAME, PHONE AND FAX NUMBERS THE PERSONS NAME WHO COMPILED THE REPORT, A SUMMARY BY LINE ITEM WITH QUANTITY PURCHASED AND WITH TOTAL VALUE OF THE ENTIRE CONTRACT. VENDOR MAY SUBMIT COMPUTOR GENERATED REPORTS AND CAN ITEMIZE BY ORDER NUMBER,

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<p> _____ BY LINE ITEM, BUT THE LINE TOTALS, CONTRACT TOTALS AND COPIES OF THE _____ ORDERS ARE REQUIRED. </p> <p> 5 TERMS AND CONDITIONS. THIS SOLICITATION CONTAINS ALL TERMS AND CONDITIONS WITH RESPECT TO THE COMMODITIES HEREIN. ANY VENDOR CONTRACTS, FORMS, TERMS OR OTHER MATERIALS SUBMITTED WITH BID MAY CAUSE BID TO BE REJECTED. </p> <p> 6 VENDOR'S FORMS. THE PURCHASE/RELEASE ORDER IS THE ONLY BINDING DOCUMENT TO BE ISSUED AGAINST THIS CONTRACT. SIGNING OF VENDOR'S FORMS IS NOT ALLOWED. </p> <p> 7 PRICE REDUCTIONS. WHENEVER THERE IS A REDUCTION IN PRICE, WHICH IS LOWER THAN THE CONTRACT PRICE, OFFERED TO SIMILARLY SITUATED CUSTOMERS CONTRACTING FOR THE SAME PERIOD AND UNDER THE SAME TERMS AND CONDITIONS, SAID REDUCTION MUST BE PRESENTED DIRECTLY TO THE DIRECTOR OF STATE PURCHASING. NO PRICE REDUCTION ON A STATEWIDE CONTRACT MAY BE OFFERED TO AN AGENCY UNLESS THAT REDUCTION IS OFFERED TO ALL AGENCIES. </p> <p> 8 DELIVERIES. CONTRACTORS WILL MAINTAIN AN ADEQUATE SUPPLY OF PARTS IN _____ ORDER TO MEET SPECIFIED DELIVERY. </p> <p> 9 INVOICES. INVOICES WILL BE SUBMITTED BY THE CONTRACTOR TO THE USING AGENCY AND THE INVOICE SHALL REFER TO THE DELIVERY TICKET NUMBER, DELIVERY DATE, PURCHASE/RELEASE ORDER NUMBER. QUANTITY, UNIT PRICE, AND DELIVERY POINT. A SEPARATE INVOICE FOR EACH ORDER DELIVERED AND ACCEPTED SHALL BE SUBMITTED BY THE CONTRACTOR IN DUPLICATE DIRECTLY TO THE ACCOUNTING DEPARTMENT OF THE USING AGENCY. INVOICES SHALL SHOW THE AMOUNT OF ANY CASH DISCOUNT AND SHALL BE SUBMITTED ON THE CONTRACTOR'S OWN INVOICE FORM. </p> <p> 10 PAYMENT. PAYMENT WILL BE MADE ON THE BASIS OF UNIT PRICE AS LISTED IN THIS CONTRACT; SUCH PRICE AND PAYMENT WILL CONSTITUTE FULL COMPENSATION OF FURNISHING AND DELIVERING THE CONTRACT COMMODITIES. IN NO CASE WILL THE STATE AGENCY REFUSE TO MAKE PARTIAL PAYMENTS TO THE CONTRACTOR ALTHOUGH ALL ITEMS HAVE NOT BEEN DELIVERED. THIS PAYMENT IN NO WAY RELIEVES THE CONTRACTOR OF HIS RESPONSIBILITY TO EFFECT SHIPMENT OF THE BALANCE OF THE ORDER. PAYMENT WILL BE TO VENDOR AND ADDRESS AS SHOWN ON ORDER. </p> <p> 11 VENDOR LIST. THE BIDDER WHO SIGNS THE BID WILL BE DESIGNATED AS PRIME CONTRACTOR ON ANY CONTRACT RESULTING FROM THIS SOLICITATION. IF ADDITIONAL DISTRIBUTOR VENDORS ARE AUTHORIZED TO RECEIVE ORDERS FOR ITEMS CONTAINED IN SAID CONTRACT, THE BIDDER MUST SUBMIT WITH THE BID, A LIST OF THOSE ADDITIONAL AUTHORIZED DISTRIBUTORS INCLUDING THE COMPLETE BUSINESS ADDRESS. THE PRIME CONTRACTOR WILL BE RESPONSIBLE FOR THE ACTIONS OF ANY DISTRIBUTOR VENDORS LISTED. </p>			

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<p>12</p> <p>COMPLIANCE WITH CIVIL RIGHTS LAWS. BY SUBMITTING AND SIGNING THIS SOLICITATION, THE BIDDER AGREES TO ABIDE BY THE REQUIREMENTS OF THE FOLLOWING AS APPLICABLE: TITLE VI AND TITLE VII OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED BY THE EQUAL OPPORTUNITY ACT OF 1972, FEDERAL EXECUTIVE ORDER 11246, THE FEDERAL REHABILITATION ACT OF 1973, AS AMENDED, THE VIETNAM ERA VETERAN'S READJUSTMENT ASSISTANCE ACT OF 1974, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, THE AGE ACT OF 1975, AND BIDDER AGREES TO ABIDE BY THE REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT OF 1990. BIDDER AGREES NOT TO DISCRIMINATE IN ITS EMPLOYMENT PRACTICES, AND WILL RENDER SERVICES UNDER ANY CONTRACT ENTERED INTO AS A RESULT OF THIS SOLICITATION, WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, VETERAN STATUS, POLITICAL AFFILIATION, OR DISABILITIES. ANY ACT OF DISCRIMINATION COMMITTED BY BIDDER, OR FAILURE TO COMPLY WITH THESE STATUTORY OBLIGATIONS WHEN APPLICABLE, SHALL BE GROUNDS FOR TERMINATION OF ANY CONTRACT ENTERED INTO AS A RESULT OF THIS SOLICITATION.</p> <p>13 COOPERATIVE PURCHASE. POLITICAL SUBDIVISIONS OF THE STATE AND QUASI STATE AGENCIES MAY BE PERMITTED TO PURCHASE FROM CONTRACTS MADE BY THE OFFICE OF STATE PURCHASING. THE BIDDER MAY, AT ITS OPTION, AMEND THIS BID SO THAT ANY CONTRACT AWARDED WILL NOT APPLY TO POLITICAL SUBDIVISIONS OR QUASI AGENCIES.</p> <p style="padding-left: 40px;">BIDDER HEREBY AMENDS HIS BID SO THAT ANY CONTRACT AWARDED WILL NOT APPLY TO QUASI STATE AGENCIES OR OTHER POLITICAL SUBDIVISIONS OF THE STATE.</p> <p>FAILURE TO MARK THE ABOVE WILL CONSTITUTE A WAIVER BY BIDDER OF THE ABOVE OPTION.</p> <p>14 ACCEPTANCE. UNLESS OTHERWISE SPECIFIED, BIDS ON THIS CONTRACT WILL BE ASSUMED TO BE FIRM FOR ACCEPTANCE FOR A MINIMUM OF 60 DAYS. IF ACCEPTED, PRICES MUST BE FIRM FOR THE SPECIFIED CONTRACT PERIOD.</p> <p>15 CONTRACT REVISIONS. REQUESTS FOR REVISIONS TO THIS CONTRACT MUST BE ADDRESSED TO THE DIRECTOR OF STATE PURCHASING AND SHALL REFER THE CONTRACT ITEM NUMBER WITH JUSTIFICATION OF THE REQUEST. DISTRIBUTOR VENDOR CHANGES, PRICE REDUCTIONS AND JUSTIFIABLE ITEM DELETIONS MAY BE CONSIDERED DURING THE CONTRACT PERIOD. NEW ITEM ADDITIONS WILL BE CONSIDERED ONLY ON THE ANNIVERSARY DATE OF THE CONTRACT. EXCEPTIONS TO THIS WILL BE ALLOWED ONLY WHEN STATE PURCHASING HAS DETERMINED ADDITIONS WILL BE OF SUBSTANTIAL BENEFIT TO THE STATE AND WILL JUSTIFY THE TIME, EFFORT AND COST REQUIRED TO MAKE SUCH ADDITIONS.</p> <p>CONTRACTOR MUST IMMEDIATELY NOTIFY THE OFFICE OF STATE PURCHASING WHEN ANY DEALER ON THIS CONTRACT IS TERMINATED, RELOCATED OR ADDED. ALL ORDERS PLACED WITH DEALERS PRIOR TO RECEIPT OF SUCH NOTIFICATION BY THE OFFICE OF STATE PURCHASING MUST BE HONORED. REVISIONS WILL BECOME EFFECTIVE ONLY UPON APPROVAL BY THE DIRECTOR OF STATE PURCHASING OR DESIGNEE. BIDDER SHOULD INCLUDE WITH BID A LIST OF ALL PERSONS, IN ADDITION TO THE SIGNER OF THIS BID, WHO ARE AUTHORIZED TO REQUEST REVISIONS TO THIS CONTRACT.</p>			

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<p>16 CONTRACTUAL PERIOD. THE STATE OF LOUISIANA INTENDS TO AWARD ALL ITEMS FOR AN INITIAL PERIOD, NOT TO EXCEED 12 MONTHS. DELAYS IN AWARDED, BEYOND THE ANTICIPATED STARTING DATE, MAY RESULT IN A CHANGE IN THE CONTRACT PERIOD. IF THE SITUATION OCCURS, AN AWARD MAY BE MADE FOR LESS THAN 12 MONTHS.</p> <p>17 QUANTITIES: THIS IS AN OPEN-ENDED REQUIREMENTS CONTRACT. PREVIOUS USAGE INFORMATION IS UNAVAILABLE AS THIS WILL BE THE FIRST STATEWIDE CONTRACT FOR MAINTENANCE OF MOBILE FILING SYSTEMS. WITHIN THE MOST CURRENT FOUR (4) YEAR PERIOD, THE STATE OF LOUISIANA HAS PURCHASED IN EXCESS OF \$2.5 MILLION DOLLARS OF MOBILE FILING SYSTEMS. OVER 95% OF THIS AMOUNT REFLECTS PURCHASES OF THE SPACESAVER SYSTEMS.</p> <p>EVEN THOUGH HISTORICAL USAGE INFORMATION IS UNAVAILABLE, THE BIDDER MUST SUPPLY THE ACTUAL REQUIREMENTS AT THE SAME PRICE QUOTED.</p> <p>18 ORDERS. ALL STATE AGENCIES ARE TO ISSUE CONTRACT RELEASE ORDERS FOR THE ITEMS REQUIRED, AS AND WHEN NEEDED. POLITICAL SUBDIVISIONS OF THE STATE AND QUASI AGENCIES WHO HAVE BEEN AUTHORIZED TO PURCHASE FROM CONTRACTS MADE BY THE OFFICE OF STATE PURCHASING, ARE TO ISSUE THEIR REGULAR PURCHASE ORDERS DIRECTLY TO THE SUPPLIER, MAKING REFERENCE TO THE CONTRACT AND ITEM NUMBER.</p> <p>19 CERTIFICATION OF NO SUSPENSION OR DEBARMENT. BY SIGNING AND SUBMITTING ANY BID FOR \$100,000 OR MORE, THE BIDDER CERTIFIES THAT THEIR COMPANY, ANY SUBCONTRACTORS, OR PRINCIPALS ARE NOT SUSPENDED OR DEBARRED BY THE GENERAL SERVICES ADMINISTRATION (GSA) IN ACCORDANCE WITH THE REQUIREMENTS IN OMB CIRCULAR A-133.</p> <p>A LIST OF PARTIES WHO HAVE BEEN SUSPENDED OR DEBARRED CAN BE VIEWED VIA THE INTERNET AT WWW.ARNET.GOV/EPLS</p> <p>20 CONTRACT PERFORMANCE EVALUATION</p> <p>IN AN EFFORT TO IMPROVE OUR CONTRACTS TO MEET THE NEEDS OF THE AGENCIES WE SERVE, THE CONTRACTOR'S PERFORMANCE WILL BE MONITORED. AGENCIES' FEEDBACK WILL BE REQUESTED REGARDING CUSTOMER SERVICE, DELIVERY, PRODUCT QUALITY, BILLING, OVERALL EFFECTIVENESS OF THE CONTRACT, AND ANY NEEDED CHANGES. THEIR RESPONSES WILL BE CONSIDERED IN DETERMINING OUR OPTIONS FOR RENEWALS OR REVISIONS AND REBIDDING. TO VIEW THE CONTENT OF THE CONTRACT PERFORMANCE EVALUATION FORM, GO TO WWW.STATE.LA.US/OSP/ONLINEFORMS/FORMLISTING.HTM OR CALL FOR A COPY.</p> <p>AGENCY REPORTS OF DEFICIENT PERFORMANCE WILL BE APPROPRIATELY ADDRESSED DURING THE CONTRACT PERIOD.</p> <p>21 BIDDER SHOULD SUBMIT WITH THEIR BID RESPONSE, EITHER THE MOST RECENT, PUBLIC, COMMERCIAL PRICE LIST OR GSA PRICE SCHEDULE COVERING ALL ITEMS BID. IN THE EVENT THAT A PRINTED LIST OF THESE IS UNAVAILABLE, A SIGNED AND NOTARIZED TYPED LISTING OF PRICES COVERING ALL ITEMS BID SHOULD BE SUBMITTED. SUCH PRICE LISTS ARE FOR INFORMATIONAL PURPOSES ONLY, AND THE TERMS AND CONDITIONS CONTAINED THEREIN WILL NOT BE APPLICABLE TO THIS AGREEMENT.</p> <p>22 NON-EXCLUSIVITY CLAUSE:</p>			

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THIS AGREEMENT IS NON-EXCLUSIVE AND SHALL NOT IN ANY WAY PRECLUDE STATE AGENCIES FROM ENTERING INTO SIMILAR AGREEMENTS AND/OR ARRANGEMENTS WITH OTHER VENDORS OR FROM ACQUIRING SIMILAR, EQUAL, OR LIKE GOODS AND/OR SERVICES FROM OTHER ENTITIES OR SOURCES.

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THE OFFICE OF STATE PURCHASING MAY AWARD INDIVIDUAL CONTRACTS FOR EACH OF THE BRANDS LISTED (SPACESAVER, BURROUGHS, AND MONTEIL MOBILE FILING). IN THE EVENT MULTIPLE CONTRACTS ARE WARRANTED, ALL ITEMS SPECIFIC TO THE MANUFACTURER'S BRAND WILL BE AWARDED ALL-OR-NONE. IN THE EVENT TWO VENDORS BID THE SAME BRAND, ONLY THE LOWEST RESPONSIVE RESPONSIBLE BIDDER MAY RECEIVE AN AWARD.

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COMPENSATION INSURANCE, PUBLIC LIABILITY, AND PROPERTY DAMAGE INSURANCE, AS OUTLINED BELOW, ARE REQUIRED IN THIS BID.

CONTRACTOR'S LIABILITY INSURANCE:

PROOF OF INSURANCE SHOULD BE SUPPLIED WITH THE BID AND WILL BE REQUIRED BEFORE WORK CAN COMMENCE.

INSURANCE COVERAGE SPECIFIED BELOW SHALL BE FURNISHED WITH THE FOLLOWING MINIMUM LIMITS:

COMPENSATION INSURANCE: THE CONTRACTOR AND SUBCONTRACTORS SHALL TAKE OUT AND MAINTAIN DURING THE LIFE OF THE CONTRACT WORKMAN'S COMPENSATION INSURANCE FOR ALL OF THEIR EMPLOYEES EMPLOYED AT THE SITE OF THE PROJECT. IN CASE ANY CLASS OF EMPLOYEES ENGAGED IN HAZARDOUS WORK UNDER THE WORKMAN'S COMPENSATION STATUTE, THE CONTRACTOR AND SUBCONTRACTOR SHALL PROVIDE EMPLOYER'S LIABILITY INSURANCE FOR THE PROTECTION OF THEIR EMPLOYEES NOT OTHERWISE PROTECTED.

PUBLIC LIABILITY AND PROPERTY DAMAGE INSURANCE: COMPREHENSIVE PUBLIC GENERAL LIABILITY INSURANCE, INCLUDING BUT NOT LIMITED TO BODILY INJURY, PROPERTY DAMAGE, CONTRACTUAL LIABILITY, PRODUCTS LIABILITY, COMPLETED OPERATIONS AND OWNER'S PROTECTIVE LIABILITY WITH COMBINED SINGLE LIMITS OF \$500,000 PER OCCURRENCE WITH A MINIMUM AGGREGATE OF \$1,000,000.

LICENSED AND NON-LICENSED MOTOR VEHICLES: THE CONTRACTOR SHALL TAKE OUT AND MAINTAIN DURING THE LIFE OF THE CONTRACT, AUTOMOBILE PUBLIC LIABILITY INSURANCE IN AN AMOUNT NOT LESS THAN COMBINED SINGLE LIMITS OF \$500,000 PER OCCURRENCE FOR BODILY INJURY/PROPERTY DAMAGE. IF ANY NON-LICENSED MOTOR VEHICLES ARE ENGAGED IN OPERATIONS WITHIN THE TERMS OF THE CONTRACT ON THE SITE OF THE WORK TO PERFORM THEREUNDER, SUCH INSURANCE SHALL COVER THE USE OF ALL SUCH MOTOR VEHICLES ENGAGED IN OPERATING WITHIN THE TERMS OF THE CONTRACT ON THE SITE OF THE WORK TO BE PERFORMED THEREUNDER, UNLESS SUCH COVERAGE IS INCLUDED IN THE INSURANCE SPECIFIED.

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AT THE OPTION OF THE STATE OF LOUISIANA AND ACCEPTANCE BY THE CONTRACTOR, THIS CONTRACT MAY BE EXTENDED FOR TWO ADDITIONAL TWELVE (12) MONTH PERIODS AT THE SAME PRICE, TERMS AND CONDITIONS. TOTAL

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<p>CONTRACT TIME MAY NOT EXCEED THIRTY-SIX (36) MONTHS.</p> <p>26 "THE CONTINUATION OF THIS CONTRACT IS CONTINGENT UPON THE CONTINUATION OF AN APPROPRIATION OF FUNDS BY THE LEGISLATURE TO FULFILL THE REQUIREMENTS OF THE CONTRACT. IF THE LEGISLATURE FAILS TO APPROPRIATE SUFFICIENT MONIES TO PROVIDE FOR THE CONTINUATION OF A CONTRACT OR IF SUCH APPROPRIATION IS REDUCED BY THE VETO OF THE GOVERNOR OR BY ANY MEANS PROVIDED IN THE APPROPRIATIONS ACT OR TITLE 39 OF THE LOUISIANA REVISED STATUTES OF 1950 TO PREVENT THE TOTAL APPROPRIATIONS FOR THE YEAR FROM EXCEEDING REVENUES FOR THAT YEAR OR FOR ANY OTHER LAWFUL PURPOSE AND THE EFFECT OF SUCH REDUCTION IS TO PROVIDE INSUFFICIENT MONIES FOR THE CONTINUATION OF THE CONTRACT, THE CONTRACT SHALL TERMINATE ON THE DATE OF THE BEGINNING OF THE FIRST FISCAL YEAR FOR WHICH FUNDS ARE NOT APPROPRIATED."</p>			

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	EXTENDED TOTAL
00001	<p>UNLESS SPECIFIED ELSEWHERE SHIP TO: STATEWIDE DELIVERY</p> <p>COMMODITY CODE: 939-59-119881</p> <p>FULL SERVICE PREVENTATIVE MAINTENANCE FOR MOBILE FILING SYSTEMS EFFECTIVE FROM DATE OF AWARD THROUGH JUNE 30, 2004.</p> <p>LINES 00001 THROUGH 00009 ARE FOR FULL SERVICE MAINTENANCE. REFER TO LINE 00010 FOR PREVENTATIVE MAINTENANCE ONLY. LINE 00011 THRU 00014 IS ALLOWANCE FOR UPCHARGES BASED ON THE AGE OF EQUIPMENT.</p> <p>THIS INVITATION TO BID IS LIMITED TO THE MANUFACTURER'S BRAND LISTED BELOW. THE STATE MAY AWARD INDIVIDUAL CONTRACTS FOR EACH OF THESE MANUFACTURER'S BRANDS IN ACCORDANCE TO THE ATTACHED TERMS AND CONDITIONS.</p> <p>A SPACESAVER</p> <p>BURROUGHS (FORMERLY WHITE SYSTEM)</p> <p>MONTEL</p> <p>KARDEX</p> <p>CARRIAGE, MANUAL</p> <p>STATE AMOUNT PER CARRIAGE:\$_____MONTH</p> <p>SPECIFY BRAND (& NUMBER IF APPLICABLE)</p> <p>_____</p>	1	MO	_____	_____
00002	<p>COMMODITY CODE: 939-59-119882</p> <p>CARRIAGE, MECHANICAL ASSIST</p> <p>STATE AMOUNT PER CARRIAGE: \$_____MONTH</p> <p>SPECIFY BRAND (& NUMBER IF</p>	1	MO	_____	_____

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	EXTENDED TOTAL
	APPLICABLE)				
00003	COMMODITY CODE: 939-59-119883 CARRIAGE, MECHANICAL ASSIST, DUAL ACCESS STATE AMOUNT PER CARRIAGE: \$ _____ MONTH SPECIFY BRAND (& NUMBER IF APPLICABLE) _____	1	MO	_____	_____
00004	COMMODITY CODE: 939-59-119884 CARRIAGE, POWER ASSIST STATE AMOUNT PER CARRIAGE: \$ _____ MONTH SPECIFY BRAND (& NUMBER IF APPLICABLE) _____	1	MO	_____	_____
00005	COMMODITY CODE: 939-59-119885 CARRIAGE, ELECTRIC PROGRAMMABLE STATE AMOUNT PER CARRIAGE: \$ _____ MONTH SPECIFY BRAND (& NUMBER IF APPLICABLE) _____	1	MO	_____	_____
00006	COMMODITY CODE: 939-59-119886 RAILS, MECHANICAL ASSIST STATE AMOUNT PER RAIL: \$ _____ MONTH	1	MO	_____	_____

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	EXTENDED TOTAL
	PER MOVABLE CARRIAGE _____ SPECIFY BRAND (& NUMBER IF APPLICABLE) _____				
00007	COMMODITY CODE: 939-59-119887 RAILS, POWER ASSIST STATE AMOUNT PER RAIL: \$ _____ MONTH PER MOVABLE CARRIAGE SPECIFY BRAND (& NUMBER IF APPLICABLE) _____	1	MO	_____	_____
00008	COMMODITY CODE: 939-59-119888 RAIL, ELECTRIC PROGRAMMABLE STATE AMOUNT PER RAIL: \$ _____ MONTH PER MOVABLE CARRIAGE SPECIFY BRAND (& NUMBER IF APPLICABLE) _____	1	MO	_____	_____
00009	COMMODITY CODE: 939-59-119889 MULTIPLE MOTORS FOR CARRIAGE STATE AMOUNT FOR ADD'L MOTOR:\$ _____ MONTH SPECIFY BRAND (& NUMBER IF APPLICABLE) _____	1	MO	_____	_____
00010	COMMODITY CODE: 939-59-119890	1	%	_____	_____

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	EXTENDED TOTAL
	<p>PREVENTATIVE MAINTENANCE ONLY:</p> <p>PREVENTATIVE MAINTENANCE APPLIES TO MOBILE FILING SYSTEMS THAT ARE CURRENTLY COVERED BY A MANUFACTURER'S FULL SERVICE WARRANTY.</p> <p>VENDOR SHALL QUOTE THE PERCENTAGE (%) DISCOUNT TO BE DEDUCTED FROM THE NET PRICE FOR EACH APPLICABLE LINE(S) QUOTED FOR LINES 00001 THROUGH 00009:</p> <p>STATE THE PERCENTAGE DISCOUNT TO BE DEDUCTED: 50%</p> <p>INDICATE MANUFACTURER'S BRAND BIDDING TO SERVICE BELOW:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>SPECIFY BRAND (& NUMBER IF APPLICABLE)</p> <p>_____</p>				
00011	<p>COMMODITY CODE: 939-59-119890</p> <p>ALLOWANCE FOR AGE OF EQUIPMENT</p> <p>PERCENTAGE UPCHARGE FOR FILING SYSTEMS FROM 5-7 YEARS OLD _____%.</p> <p>SPECIFY BRAND (& NUMBER IF APPLICABLE)</p> <p>_____</p>	1	%	_____	_____
00012	<p>COMMODITY CODE: 939-59-119890</p> <p>ALLOWANCE FOR AGE OF EQUIPMENT</p>	1	%	_____	_____

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	EXTENDED TOTAL
	PERCENTAGE UPCHARGE FOR FILING SYSTEMS FROM 8-10 YEARS OLD. _____ % SPECIFY BRAND (& NUMBER IF APPLICABLE) _____				
00013	COMMODITY CODE: 939-59-119890 ALLOWANCE FOR AGE OF EQUIPMENT PERCENTAGE UPCHARGE FOR FILING SYSTEMS FROM 11-15YEARS OLD _____ %. SPECIFY BRAND (& NUMBER IF APPLICABLE) _____	1	%	_____	_____
00014	COMMODITY CODE: 939-59-119890 ALLOWANCE FOR AGE OF EQUIPMENT PERCENTAGE UPCHARGE FOR FILING SYSTEMS OVER 16 YEARS OLD _____ %. SPECIFY BRAND (& NUMBER IF APPLICABLE) _____	1	%	_____	_____